

Request for Access to Human Resource Data, Transactions and Reporting

Use this form to add, delete or update security access to the Human Resources Information System. Alternatively, your faculty / business unit can be set up to enable security changes to be made online via myHumanResources. (Contact hris@uwo.ca for more information.)

PART A Requestor

Name: _____ UWO ID Number: _____

UWO Email User Name: (ends with @uwo.ca) _____ Job Title: _____

Department Name and Code: _____ Dean or AVP: _____

Building / Room: _____ Telephone / Extension: _____

If you are replacing someone in this role, please specify the person: _____

PART B Obligation to protect personal information of faculty and staff

By signing this request for access to central data, the REQUESTOR understands and accepts the responsibilities outlined in the University of Western Ontario Policies and Procedures " 1.13 Code of Behaviour for Use of Computing Resources and Corporate Data" which can be found on the link

<http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf> and 1.23 UWO Guidelines on Access to Information and Protection of Privacy which can be found under <http://www.uwo.ca/univsec/mapp/section1/mapp123.pdf>.

It is important that all staff with access to HR systems acknowledge and understand that he/she will have access to and be entrusted with confidential information about employees of The University of Western Ontario. All staff with access must use confidential information about employees only in the course of his/her job responsibilities and to take all reasonable steps to maintain the confidentiality of such information and not to disclose any information to anyone except as may be specifically authorized as part of his/her job responsibilities or otherwise in accordance with the University's policies. Disclosure and misuse of confidential University information may be grounds for dismissal.

PART C Definition of your role accountabilities as they relate to HR data (check boxes that apply)

Appointment Administration

- Recruitment Administrator**
View job postings, make comments for changes to job postings, identify applicants who have applied to job postings (note: applicants apply to job postings in confidence), view applications, select applicants to be interviewed (note: applications contain personal data including name, address, telephone numbers, employment history).
- HR Appointment Administrator**
View personal and appointment-related data for all faculty, staff, post doc fellows, and students in their departments.
- Employee Inquiry**
View the employee number, name and department for all active employees, campus wide.
- Work Study Administrator**
This access enables administrators in departments to manage Work Study Student employees.
- Funding Changes - No Approval Required**
Initiate a change to a funding account for an employee in a department for which they are responsible. There will be NO further authorization required, that is, the funding change will be processed immediately with no other review by the faculty / department.
- Funding Changes - Approval Required**
Initiate a change to a funding account for an employee in a department for which they are responsible. There will be a secondary authorization required by the faculty / department before the transaction is processed.
- Funding Changes Approver**
Access to review and approve a funding change. The transaction is initiated by another administrator but will not be processed until this secondary approval is completed.

Pay Administration

- Weekly Pay Administrator**
Manage weekly pays by directly inputting regular hours worked, overtime hours and other earnings for weekly-paid employees.
- Monthly Pay Administrator**
Manage monthly pays by directly inputting overtime and other earnings for monthly-paid salaried employees AND by inputting regular hours worked, overtime hours and other earnings for hourly-paid employees who are paid monthly.
- Weekly Pay Reconciliation Administrator**
Reconcile weekly pays by printing or downloading results of pays. This report should be run both BEFORE AND AFTER PAY IS CONFIRMED to verify payment amounts, and can be sorted either by department or by funding account.
- Monthly Pay Reconciliation Administrator**
Reconcile monthly pays by printing or downloading results of pays. This report should be run both BEFORE AND AFTER PAY IS CONFIRMED to verify payment amounts, and can be sorted either by department or by funding account.

Graduate Student Appointments

- Hire GRA - No Approval Required**
Initiate a hire transaction for a graduate research assistant. There will be NO further authorization required, that is, the hire will be processed immediately with no other review by the faculty / department.
- Hire GRA - Approval Required**
Initiate a hire transaction for a graduate research assistant. There will be a secondary authorization required by the faculty / department before the transaction is processed..
- Hire GRA Approver**
Review and approve a graduate research assistant. The transaction is initiated by another administrator but will not be processed until this secondary approval is completed.
- Hire DTA - No Approval Required**
Initiate a hire transaction for a graduate student teaching assistant who is fully funded by the faculty/department (not by the Faculty of Graduate Studies). There will be NO further authorization required, that is, the hire will be processed immediately with no other review by the faculty / department.
- Hire DTA - Approval Required**
Initiate a hire transaction for a graduate student teaching assistant who is fully funded by the faculty/department (not by the Faculty of Graduate Studies). There will be a secondary authorization required by the faculty / department before the transaction is processed.
- Hire DTA Approver**
Review and approve a graduate student teaching assistant appointment that is fully funded by the faculty / department. The transaction is initiated by another administrator but will not be processed until this secondary approval is completed.

Miscellaneous Access

- Manage Existing Associated Persons (formally known as Special Id's) – No Approval Required**
Renew, change or end existing registered Associated Persons
- HR System Access Initiator**
ASSIGN and REMOVE access to HR data, online transaction processing of appointment and pay data, and access to HR online reporting for administrators who work in departments for which they are accountable. All transactions initiated must be approved by the primary authorizer for that faculty / business unit before being processed.
- HR Absence Notification Admin**
Notify the University of employee absence due to illness, injury, care of family member or other reasons.
- HR Data Warehouse Inquiry**
This application is available to units in order to support the University's budget planning process. The application provides the ability to do multi-dimensional analysis of all Regular Full-Time Employee Data (employee counts and salary information).

Report Manager Access

- Home Address Report**
Report displays home address information for all current "active" employees in your department.
- Emergency Contact Report**
Report displays all emergency contacts for all currently "active" employees in your department.
- Absence Information Report**
Report identifies any employees in your administrative unit (s) with absences due to sick leave, bereavement leave, or compassionate leave.
- Upcoming Terminations Report**
Report selects any employees who will be terminating within the time frame specified. It can be run just for staff or faculty.
- Leaves Report**
Report displays information about selected types of leaves and special arrangements for specified time periods.
- Job Information Report**
Report can be run for different types of employees and time frames based on the parameters to display job-related data.
- JRAF Report**
Report selects any JRAFS in effect as of the specified date
- Visa Permit Expires Report**
Report identifies all employees in your administrative unit (s) with pending expiring visas.
- All Pays Report**
Report combines information for all confirmed monthly, weekly and off-cycle pays for a specified time frame.
- Online Funding Change Report**
Report displays any funding changes that have been processed within the date range specified.
- Work Study Pays Report**
Report provides information on all payments for work study students for the related hours worked.
- Work Study Hires Report**
Report displays hire information for Work Study Student appointments.
- Grad Student Pays Report**
Report provides information on payments made to GTA and/or GRAs
- Grad Student Hires Report**
Report displays hire information for GTA and/or GRA appointments.
- HR System Access Report**
Report can be used to display the HR access currently available to administrators in your faculty / department. This report will display access to HR data about employees, online processes and online reports.
- Registered Associated Persons Reports (formally known as Special ID's)**
Two reports detailing an Associated Persons' information as well as identifying any upcoming end of affiliations.
- HR Training Report**
Report identifies any individuals in your faculty or business unit who have completed the selected training.

Deduction Register

Limited access report. Lists all the deductions for a given deduction code.

Please circle the deduction(s) you administer:

- Computer Purchase
- Education Assistance
- Foundation Western
- Ivey
- Parking
- Sports and Recreation
- Renaissance Campaign
- We Believe in Western

The undersigned accepts his/her job responsibilities to take all reasonable steps to maintain the confidentiality of personal information for faculty and staff in accordance with the University's policies and to prevent improper access to HR systems and data.

Requestor's Signature

Date

Authorized Signature

Date

Send the original completed and signed request to Human Resource Services at Room 5100, Support Service Building